

CAPITAL IMPROVEMENT PLAN COMMITTEE (CIPC)

Minutes for January 23, 2008

Present: CIP Members: Chairman David Smith, David Weaver, Cynde Hertzog, Mary Ellen Fitzgerald, Dawn Hayes, Larry Van Dyke and Commission Liaison Joe Skinner. Staff: Grants and Projects Administrator Larry Watson, Finance Officer Ed Blackman, County Administrator Earl Mathers, and Glenda Howze.

The meeting was called to order at 7:05 AM in the Courthouse Community Room.

Public Comment: There was no public comment on matters not on the agenda.

Approval of Minutes (December 12, 2007): Ms. Fitzgerald made a motion to approve the minutes as written. Mr. Van Dyke seconded the motion. All voted aye. Motion carried unanimously.

Approval of Revised By-Laws: Mr. Weaver made a motion that the CIPC recommend adoption of the amended by-laws as presented to the CIPC on January 23, 2008. Ms. Fitzgerald seconded the motion. All voted aye. Motion carried unanimously.

Approval of Final Draft of Program Document: Discussion regarding language on page two that states “Five-Year Capital Improvement Plan” – agreement among members to remove “Five-Year” as it is referenced later in a more appropriate location. Also agreed to change title to “2008.” Mr. Weaver made a motion to amend the 2007 Adopted Program to remove “Five Year” from page two and change the title to 2008. Ms. Fitzgerald seconded the motion. All voted aye. Motion carried unanimously. Mr. Weaver made a motion to adopt the 2008 Adopted Program as amended. Ms. Hayes seconded the motion. All voted aye. Motion carried unanimously.

Project Updates: Mr. Watson provided an update on the following projects:

Solid Waste Management District (SWMD)/Logan Landfill: This project is not part of the CIP process. The SWMD has borrowed more than two million dollars for cell expansion and they are planning for a new shop/administration building for at least another million. Dowling Sandholm and Stahly are doing a PER/PAR on the building. Mr. Watson has encouraged the District Board to keep the CIPC in the loop with regular reports. The borrowing of this money does not count against the debt limit or borrowing capacity of the County. Discussion regarding tipping fees. Discussion regarding risk/liability to the County. The risk of the landfill for the County is mostly environmental – fire, ground water contamination, etc. Mr. Mathers noted that there is some financial exposure so that the County wants to make sure that the Landfill’s financial practices are in line with GASB accounting practices. Mr. Blackman stated that the Commissioners do have to sign off on any loans that the SWMD wants to take out as well. Mr. Watson noted that he helps them with contracts and that they are all reviewed by the County Attorney’s Office as well. Mr. Van Dyke asked what the goal of the landfill is. Mr. Watson stated that the Landfill does not produce income for the County. They do put aside cash reserves for future expansion with the lowest possible tipping fees. They are not a non-profit, but an enterprise fund. Discussion took place regarding their rapid expansion and

reason for it. The SWMD has a master plan and they are looking at adjacent lands for future expansion.

I-90 Interchange: They are revamping the Environmental Assessment with new traffic modeling numbers. They will take this work to the public with pre-design work, modeling, etc. More information will be available in February. This project needs to remain on the CIPC's radar, but does not need to be included in the priority ranking at this time.

Courthouse Annex: The project was started three weeks ago and 2/3 of the demolition is done. They are doing the asbestos abatement now and working 4-10 hour days. The contract with Waddsworth Construction is less than the architect estimate came in. The bidding atmosphere is turning around to be more competitive now, which is in our favor.

911/Fire Station: ThinkOne Architects is the architect for both the City and the County. Martel Construction is the construction manager at risk. Chief Civil Deputy County Attorney Chris Gray is working on the documents for the land transfer with the Open Space Program. The project is on schedule for a bid package to go out in April. The facility should be operational the spring of 2009. Ms. Hertzog inquired about the square feet. Mr. Blackman stated that there has been roughly 1000 square feet cut from the initial drawings. Chairman Smith stated that we need to make sure that the public hears the story of this project and the City and County working together as we go forward.

Flooring Project at the L&J: This project has been split in to two phases. The first is the entrances and will be completed over President's weekend. The second phase will be completed between March and June. The Clerk of District Court's space will be the most difficult due to the relocation of all the office. The law enforcement data area and Sheriff's Office area will have to be relocated as well. The basement and mechanical area will be done in March when the judges going to a training. There were three bidders on this project – Rich's Flooring was the lowest bidder when all of the 7 alternates were included. This bid also allowed for upgrades in some areas. The total budget is \$110,000. This project will not address the vault and weight on the floor, only aesthetics and safety issues with trip hazards on the old carpet. Dundas and work release crews will do the moving of the furniture.

Roofing: The County may want to consider upgrading the roofing materials if it appears that we will be in the Law and Justice Center for a longer period of time than was initially anticipated.

HR/GIS Remodel: Ingram-Clevenger and Dowling/Sandholm Architects was awarded the contract, the project will fall within the approved budget with any overage coming from HR's personnel reserves.

ITS: Air FM200 Fire Suppression system install – contract will be done this spring.

Detention Center: The new outline/schedule puts the bond issue to the people in August. Mr. Watson and the consultants are working on re-doing the schedules. Chairman Smith clarified that this work is for more serious design of the Detention Center and part of the Master Planning of the existing site. Commissioner Skinner stated that it includes staging for the construction of a Detention Center and Master Planning of the current site. He also stated that the Commissioners have had discussions regarding the master planning of the site and are considering asking the CIPC to be involved to the extent that it is willing with this master planning effort.

Road and Bridge Shop Complex: This project is well ahead of schedule. Most of the foundation is done and the steel building will be delivered by the 1st of March. The project should be done by October, possibly earlier – July depending on the weather. Langas is the contractor. There will be a charge for the demolition of the old house that is on the property because it can't be burned due to the asbestos.

Review of FY 2009 CIP Applications: The review team has completed its work on the applications. Following is their “download” on the requests:

2009-1 (Relocating and Installing Desks): The Clerk and Recorder has more than adequate budget for this request. This most likely will not require any capital funds. The as-built furniture needs to be updated. Mr. Mathers explained that some of this project is due to not having optimal customer service capabilities due to the current configuration. Mr. Watson stated that the County has had to do “remodels to the remodel” in a lot of offices due to the as-built desks. Much of the as-built furniture is going to the Landfill as most of it can't be used.

2009-2 (Storage Assessment): CTA has been hired to conduct a storage needs assessment for the County. This will determine whether or not a new building is needed. The next logical step, if determined that a new building is needed, is a PER for that facility. At this time there is not enough information to proceed with this request at this time until the survey is completed. The funding of a PER/PAR or recommendation to allocate existing space will most likely be the eventual action needed on this application. Mr. Mathers noted that there is \$350,000 - \$400,000 in the Clerk and Recorder's Records Preservation fund which could be used in part to fund the solution to this need in the future. Mr. Blackman noted that other options for storage issues may be 3rd party management and/or digital storage options.

2009-3 (New L&J): The Detention Center decision impacts this item. Master planning of the site will allow us to get more data for this facility. However, more information is needed to further assess this application. \$177.00 per square foot is not realistic. The review team suggests funding a PER/PAR for a new L&J after the master planning is done for the Detention Center. Additional questions will need to be answered as well regarding the involvement of municipal courts and law enforcement. Also, is the L&J the next logical priority after the Detention Center? Financial planning needs to be done on the site and in phases. More information needs to be gathered in conjunction with the Detention Center project and then the CIPC, review team and others can work to answer questions regarding the initiation of the rest of the campus project. Mr. Van Dyke asked about the Durrant drawings of the campus. Mr. Watson explained that there is very little validity to these drawings. They were done for the Detention Center purposes only and done very preliminarily to answer the question of whether or not everything COULD fit; it was a sighting exercise only. Discussion regarding the City of Bozeman co-location/facility intentions. Chairman Smith stated that it is his impression that the City would love for the County to give them 5 acres at the L&J site to build their own facility. Mr. Weaver stated that he is under the impression that the City wants to move much more quickly than the County can accommodate. We need to have a discussion with them about their intentions. If the City is not planning to co-locate with the County in the future, we need to know that for our planning purposes. Commissioner Skinner stated that we need to pursue this discussion with them. It is still the County's desire to co-locate. Mr. Mathers stated that he does not believe the City expects the County to ‘give’ them any land. Mr. Weaver stated that it doesn't make any sense to have a City complex and a County complex on the same campus when they could be a joint facility. Chairman Smith stated that if the City leaves, however, this would free up a lot more space for County needs. Mr. Watson also stated that along with the planning for the Detention

Center that there will also be site planning and mitigation planning for the whole site. This should demonstrate to the public our forethought as to how it will all fit and what it will look like. Mr. Weaver stated that Carter Goble Lee praise our co-location with the City of Bozeman and the efficiency of that system. We need to try to maintain that. Commissioner Skinner stated that the Commission recognizes this too and we should have more information that will help the City with their decisions as we go through this process during March, April and May.

2009-4-14 (Fairgrounds applications 1-11): (4) Exhibit Building Restrooms – The next step for this project is design in order to get definitive dollar amounts. They need a formal PER/PAR. The cost of a PER/PAR is generally 9.5-11% of the total project costs. The investment of the design work is not lost as it then carries over toward project completion.

Discussion took place regarding having an engineer on staff for the County. Chairman Smith noted that the School District has an engineer on staff. Commissioner Skinner stated that the County has discussed this. Mr. Watson stated that the problem is that our projects require a variety of engineering specialties such as mechanical, electrical, structural, civil, etc. and we can't hire one person qualified in each of these specialties so we'd still be out there needing to hire someone to fulfill the areas that our employee wasn't able to accomplish, and the County takes on an increase in liability having our own staff sign off on or put their stamp on plans, etc. The County has discussed the option of having a prequalified list of vendors under contract to take care of smaller projects. Commissioner Skinner noted that there are inefficiencies both ways and this concept needs to be given more thought. Mr. Mathers noted that given the needs identified in the FCI that it may be wise for the CIPC to consider recommending an additional Facilities staff person to follow-up on the FCI reports and necessary maintenance issues.

(Fairgrounds continued) (5) Not capital funds – FYI for CIPC only. (6, 7, 10) Capital requests for consideration by the CIPC. (8, 9, 11, 12, 13) Not capital funds – FYI for CIPC only. (14) Doesn't qualify as a CIP request.

2009-15 (Generator for Courthouse): Mr. Mathers stated that this is a crucial need for continued operations of the Courthouse in the event of an emergency or long-lasting power outage. Mr. Watson reported that we really need to have an engineer suggest the best solution to this issue.

2009-15-20: All of these need to have basic studies done and a PER prepared in order to proceed.

2009-18-20: These need an unbiased, 3rd party to make a recommendation on the need and solution to these requests.

2009-21 (Cover for Finished Compost): Mr. Watson explained that this is an FYI only; the money will come from the Hebgen Basin Solid Waste District.

Chairman Smith thanked the review team for their work on the applications. An FCI follow-up report was presented to the CIPC from the Facilities Department on the Detention Center and L&J. Discussion took place regarding use of this tool, implementation with the FCI program itself, and future reports. An annual report would be sufficient for each facility.

Discussion RE: Marketing Program for Capital Projects: For the Detention Center – Visits with editorial boards, civic organizations, etc. we need to prepare a canned presentation for these groups

that includes a brief update of current projects with photos. Staff will work on getting photos – current/old and new as project progress and are completed.

Agenda for Next Meeting (February 13, 2008): Grading of applications.

Meeting adjourned at 9:05AM

Respectfully Submitted,

Glenda Howze, Staff

David Smith, Chair